

SECRET

25X1

[Redacted]
or 6 of 7

9 February 1956

MEMORANDUM FOR: Project Logistics Officer
Project Weather Officer

FROM : Project Communications Officer

SUBJECT : Office Equipment and Supplies Required for
[Redacted]

25X1

1. The following office equipment will be required to operate
the [Redacted]

Beds - 2 each double pedestal, typewriter well

Typewriters - 2 each military type, preferably royal

Chairs - 2 each posture, typing, foam rubber seats and backs

Supply Cabinet - 1 each steel, 5 shelves, 18" x 36"

Waste Buckets - 3 each

Clock - 1 each electric, wall

Stamp Clock - 1 each simplex model HACB, 60 cycle

Pencil Sharpener - 1 each

Staplers - 2 each, desk type, Hatchkin

Push Broom - 1 each

Dust Pan - 1 each

Safes - 2 each, 4 drawer, safe file, Remington Rand,
3 way, manipulation proof, combination lock.

2. The following initial order of office supplies will be required:

Telotype Paper - 2 boxes, 3 ply

Telotype Tape - 1 box, 11/16 in., 2-in. core

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| Teletype Ribbons | - 1 box, blank, Underscored |
| Pencils | - 1 box #2 |
| Stamp Pads | - 2 each, red |
| Stamp Pad ink | - 1 bottle, red |
| Ink | - 2 bottles, blue |
| Ash trays | - 2 each |
| File Folders | - 15 each, legal size, manila |
| Paper fasteners | - 2 boxes, sizes |
| Paper clips | - 2 boxes |
| Staples | - 1 box |
| Envelopes | - various sizes, manila |
| Typewriter Paper | - 8½ x 11, Bond and white onion skin |
| Carbon Paper | - 1 box |

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1 ey - 35

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